

## **EMPLOYMENT OPPORTUNITY**

The City of Piperton has an opening for a utilities clerk in its administrative office, with tasks to include reconciling utility customer lists and issuing periodic reports, resolving customer problems and explaining procedures regarding a variety of city functions including water, sewer, garbage and other issues; must have ability to interact with a variety of city staff, members of Boards and Commissions, vendors and contractors and have extensive knowledge of Microsoft Office, especially Word and Excel which is required. Experience with automated applications is desirable; High School diploma or G.E.D. plus a minimum of two years related experience is required, along with effective communication (oral and written) and interpersonal skills. Valid driver's license from state of residence and attention to detail are also required.

Email resume to [tparker@pipertontn.com](mailto:tparker@pipertontn.com). Pay is negotiable depending on experience and training. Piperton is an equal opportunity employer and does not discriminate on the basis of race, color, religion, age, sex, national origin, gender or disability.